

31 Locating State Wide Master Contracts (without registration in BidBuy)

GOAL: Find and access master contracts.

WHO: Any user not registered in BidBuy. Government entity users who are eligible to procure using state master contracts.

Screen	Task
To BidBuy Homepage	 https://www.bidbuy.illinois.gov/bsa/
BidBuy Homepage	☞ Click Contract & Bid Search at bottom of screen
Advanced Search	☞ Enter Search Criteria or enter nothing to receive all contracts ☞ Select radio dial next to Contracts/Blankets  Enter Search Criteria or enter nothing to receive all contracts ☞ Click Find It
	☞ Click on the underlined Contract/Blanket # to show contract information
To Exit	In BidBuy ☞ Click Exit at bottom of screen
Advanced Search	☞ Click Exit at bottom of screen to return to BidBuy homepage